

**1 September 1999**



***Supply***

**DEPLOYED MISSION CAPABLE (MICAP) SUPPORT  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

NOTICE: This publication is available digitally on the Hurlburt Field Web Page. If you lack access, contact 16 LG/CCA at 4-7458.

---

OPR: 16 SUPS/LGSPPA (TSgt Millard)

Certified by: (MSgt Holder)

Supersedes:

Pages: 3

Distribution: X

---

This operating instruction (OI) establishes procedures for ordering, requisitioning, and processing MICAP requirements for deployed 16th Special Operations Wing aircraft utilizing the Bare Base Concept or when no support is requested from the host chief of supply. Procedures for transient aircraft or deployed aircraft utilizing support from the host chief of supply are outlined in AFMAN 23-110, Vol 2, Part 1, *Aerospace Vehicle and Selected Items of Mission Capability (MICAP)*, Cap 17, *Reserve Forces Procedures*.

**1. RESPONSIBILITIES.** The deployed senior supply representative is responsible for ensuring compliance with this instruction.

1.1. Upon verification of a valid MICAP requirement, the deployed supply representative will contact the HQ AFSOC Logistics Readiness Center (LRC) to source the requirement. As a minimum, the following information will be provided to the LRC:

1.1.1. National stock number (NSN)

1.1.2. Part number

1.1.3. Quantity/unit of issue

1.1.4. Technical order numbers, figures, and index

1.1.5. Work unit code

1.1.6. When discovered code

1.1.7. A brief description of the reported discrepancy

1.1.8. Type requirement non mission capable supply (NMCS)/partial mission capable supply (PMCS)

1.2. The LRC will, then source the requirement.

1.2.1. If the asset is available from home base supply stocks and Hurlburt is the most expeditious source, then LRC will:

1.2.1.1. Contact the MICAP Section and obtain a requisition document number

1.2.1.2. Provide a complete ship to address

1.2.2. The MICAP representative will:

1.2.2.1. Provide a requisition document number to the LRC controller.

1.2.2.2. Process a lateral support shipment utilizing the requisition number provided with a supplementary address of EY0000. The ship to address must be typed in the space provided prior to transmitting the transaction for processing. The ship to address may be hand-scribed on the document during post-post operations.

1.2.3. If the asset is cannibalized from home station aircraft, the appropriate aircraft maintenance unit will:

1.2.3.1. Back-order the asset against the cannibalized aircraft and obtain a cannibalization job number from the Maintenance Coordination Center (MCC).

1.2.3.2. Report to the Repair Cycle Section (RCSS) with the asset and two serviceable tags, DD Form 1574, *Serviceable Tag*, AFTO Form 350, *Repairable Item Processing Tag*, and the appropriate requisition number.

1.2.3.3. RCSS will process a turn in against the due out document number with Transaction Exception Code (TEX) 8. The document number will remain valid against the canned aircraft until filled by supply.

1.2.3.4. Process a lateral support shipment as outlined in paragraph 1.2.2.

1.2.4. Upon receipt at the deployed location the deployed supply representative will:

1.2.4.1. Immediately notify the LRC with the receipt date and time.

1.2.4.2. Prepare a post-post due out release document in three copies.

1.2.4.3. If the asset is due-in from maintenance (DIFM), ensure the reparable is returned to home station for normal DIFM control processing.

1.2.4.4. Ensure reparable asset and all appropriate documents are returned to home station for processing.

1.3. Upon return to home station the senior deployed supply representative will:

\*1.3.1. Establish the due out, due in, and process post-post receipt/due out release using current Julian date as due out release date.

1.3.2. Return all reparable assets to the appropriate aircraft maintenance unit for DIFM processing.

## **2. PROCESSING INSTRUCTIONS FOR (WHEN THERE IS NO SUPPLY REPRESENTATIVE ON DEPLOYMENT OR NO SUPPLY ACCOUNT HAS BEEN ESTABLISHED AT HOST BASE SUPPLY):**

2.1. Maintenance Actions will:

2.1.1. Notify LRC of requirement, furnish all requested information as listed in 1.1 including organization and shop code (LRC will obtain requisition number from MICAP Section and notify deployed POC of shipping mode and estimated time of delivery).

2.1.2. Upon receipt of MICAP asset at deployed location, retain shipment document (1348-1A).

2.1.3. DIFM parts obtained from host base supply must be turned into the host base supply Repair Cycle (RPC).

2.1.4. Upon return to home station, take the following actions:

2.1.4.1. If part received at deployed location was reparable ERRC XD2/XF3, carry serv/unserv/reparable asset to Base Supply Receiving Section with shipment document for processing.

2.1.4.2. In the case of local repair items, only carry the shipping document to Supply, as the reparable will be routed to the back-shop; or, if the part received at deployed location was ERRC XB3, take only shipment document to Base Supply Receiving Section for processing.

**NOTE:** Job control and tail numbers are required.

2.2. Supply Actions:

2.2.1. The Receiving Section will:

2.2.1.1. When customer arrives for TDY asset processing, call MICAP Section and furnish requisition number, org/shop code, mark for data, NSN, quantity, and all other necessary information for MICAP to process off-line Special Requisition (SPR) and TEX 7 ISU using serial number block 0580-0599.

2.2.1.2. Process TEX 2 receipt/Due-Out Release (DOR).

2.2.1.3. Have customer sign DOR.

2.2.1.4. Forward copy 1 of DOR to Document Control Section.

2.2.1.5. Send customer with remaining copies of DOR to RPC for normal DIFM processing if asset is XD2/XF3.

KENT A. MUELLER, Colonel, USAF  
Commander  
16th Logistics Group